



Bradley County Commission
Johnny Mull, Chairman
VOTING SESSION AGENDA
April 1, 2019, at 7:00p.m.
Bradley County Courthouse

1. Call to order
2. Pledge of Allegiance
3. Invocation – North Cleveland COG Associate Pastor Leonard Hodge
4. Roll Call
5. Approval of Minutes
6. Report from County Mayor
7. Consent Agenda (pages 3-7)
8. Reports from Committees and/or Districts
9. Unfinished Business
10. Approval of Agenda
11. Agenda Items
 - A. Resolution to establish an archives and records management fee for documents filed in the office of the Bradley County Clerk (see pages 8-10) – Commissioner Bill Winters
 - B. Motion to approve the Drinking Water and Waste Water Treatment Services ad hoc committee recommendation to approve a feasibility study to provide water and sewer to unincorporated parts of Bradley County at a cost not to exceed eighty thousand dollars (\$80,000) – Commissioner Dennis Epperson
12. Communication from the audience
13. Announcements

14. Adjourn

Next meeting: Work Session – Monday, April 8, at 12:00p.m., Courthouse

Upcoming Events

*Household Hazardous Waste Day, April 6, 8a.m.-noon, Sheriff's Department



Bradley County Commission
Johnny Mull, Chairman
CONSENT AGENDA
April 1, 2019, at 7:00p.m.
Bradley County Courthouse

REQUESTS TO DISPOSE OF ASSETS

1. Courthouse request to dispose of 2 DVR and 22 cameras asset number 15435 (see page 4)
2. Archives request to dispose of Dell computer asset number 12324 (see page 5)
3. Drug Fund request to dispose of 2012 Chevrolet Traverse asset 15239 (see page 6)
4. Drug Fund request to dispose of 2012 Ford Taurus asset 15198 (see page 7)

NOTARY PUBLICS

5. Notary publics – Clerk will bring to the meeting

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: Courthouse

CONTACT PERSON: Michelle Hamplain

DATE: 3-13-19

PHONE NUMBER: 728-7146

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. 2 DVR / 22 Cameras

Serial Number: _____

Please Circle: Surplus or Scrap

Asset Number: 15435

Original Price: \$ 5,879.00 3-18-17

Current Value: \$ 0

Item Location (Building and/or Office): Courthouse

Does the item include memory? Yes If memory, date cleaned by department: Destroyed in Fire

Disposition of Property Described Above

Price: \$ 0

Disposal Date: 2017

Auctioned/Scraped by: Damaged + Replaced
Destroyed in the CH Fire

Approved by: _____

Department head/Elected official

3-13-19
Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: Archives

CONTACT PERSON: Michelle Hamplain

DATE: 3-13-19

PHONE NUMBER: 728-7146

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. Dell Computer

Serial Number: _____

Please Circle: Surplus or Scrap

Asset Number: 12324

Original Price: \$ 1,036.00 on 2-1-07

Current Value: \$ 0

Item Location (Building and/or Office): Archives Dept.

Does the item include memory? yes If memory, date cleaned by department: 2017

Disposition of Property Described Above

Price: \$ 0

Disposal Date: 2017

Auctioned/Scraped by: Damaged by the C.H. Fire
Damaged + Replaced

Approved by: _____

Department head/Elected official

3-13-19

Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

CHANGE OF VEHICLE STATUS FORM

This form is to be completed when a vehicle is transferred or disposed of in accordance with Bradley County general fixed assets policies and procedures. After you have reached your assigned divisional vehicle allotment, each vehicle received by transfer or surplus without release of another vehicle in exchange constitutes a fleet increase for your division.

PLEASE CIRCLE: DISPOSAL OR TRANSFER

DEPARTMENT: Drug Fund (Sheriff) CONTACT PERSON: Cassandra Stone
DATE: 3/18/2019 PHONE NUMBER: 423-828-7335
VEHICLE ACQUIRED: VIN NUMBER: 1GNKRGE1CJ152947 ASSET #: 15239
TAG NUMBER: Y1475Z YEAR: 2012 PRICE: Seized \$3980.73
MAKE: Chevrolet MODEL: Traverse
DATE ACQUIRED: 11/23/2005 ACCOUNT/LINE: _____

If vehicle is acquired from another department, list the department: _____

Enhancements to vehicle: _____

DISPOSED VEHICLE: VIN NUMBER: 1GNKRGE1CJ152947 ASSET #: 15239
MILEAGE: 116,019 DISPOSAL DATE: 3/18/2019

If vehicle is transferred to another department, list the department: _____

If vehicle is disposed of as wrecked/scraped, please specifically explain method of disposal and include photographs: Seized vehicle. Being sold because it is

coming up on 5 years.

Condition of vehicle: All emergency equipment has been removed and is being reused. Putting on Govdeals to sale.

Approved by: _____

Cassandra Stone

Department head/Elected official

3/18/2019

Date

Disposition of Property Described Above:

Sale Price: _____

Date: _____

Prepared by: _____

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

CHANGE OF VEHICLE STATUS FORM

This form is to be completed when a vehicle is transferred or disposed of in accordance with Bradley County general fixed assets policies and procedures. After you have reached your assigned divisional vehicle allotment, each vehicle received by transfer or surplus without release of another vehicle in exchange constitutes a fleet increase for your division.

PLEASE CIRCLE: DISPOSAL OR TRANSFER

DEPARTMENT: Drug Fund (Sheriff) CONTACT PERSON: Cassandra Stone
DATE: 3/18/2019 PHONE NUMBER: (423) 728-7335
VEHICLE ACQUIRED: VIN NUMBER: 1FAHP2EW1CG138398 ASSET #: 15198
TAG NUMBER: V7923L YEAR: 2012 PRICE: Seized
MAKE: Ford MODEL: Taurus
DATE ACQUIRED: 4/30/2015 ACCOUNT/LINE: _____

If vehicle is acquired from another department, list the department: _____

Enhancements to vehicle: _____

DISPOSED VEHICLE: VIN NUMBER: 1FAHP2EW1CG138398 ASSET #: 15198
MILEAGE: 83,332 DISPOSAL DATE: 3/18/2019

If vehicle is transferred to another department, list the department: _____

If vehicle is disposed of as wrecked/scraped, please specifically explain method of disposal and include photographs: Seized vehicle. Being sold because it is coming up on 5 years.

Condition of vehicle: All emergency equipment has been removed and is being reused. Putting on Govdeals to sale.

Approved by: Cassandra Stone 3/18/2019
Department head/Elected official Date

Disposition of Property Described Above:

Sale Price: _____ Date: _____

Prepared by: _____

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.



BRADLEY COUNTY CLERK

DONNA A. SIMPSON

March 14, 2019

Honorable County Commissioners:

Attached is a Resolution establishing an Archives and Records Management fee for documents filed in the County Clerk's office. This \$5.00 fee will be collected on transactions that are processed in the county clerk's office as identified in the resolution. It will be used exclusively by the County Clerk's office for the duplicating, storage and maintaining of records which are required by law to be kept by the county clerk.

The Archives and Records Management fee will be vital in digitizing and preserving historic marriage records and minute books which could be lost forever in the event of a disaster. It is also needed to maintain the computer equipment which store these records once they are archived.

Please let me know if you have any questions concerning this request. There are approximately 18 County Clerk's across the state that have the Archive and Record Management fee. It is a very good way to ensure that our records are kept in the condition and by the means prescribed by law.

Thank you for accepting and placing this resolution on the consent agenda.

Thank you,

Donna A. Simpson
Bradley County Clerk

RESOLUTION 2019 - __

**RESOLUTION TO ESTABLISH
AN ARCHIVES AND RECORDS MANAGEMENT FEE FOR DOCUMENTS FILED IN
THE OFFICE OF THE BRADLEY COUNTY CLERK**

WHEREAS, *Tennessee Code Annotated*, Section 10-7-408, authorizes county legislative bodies to establish and collect an archives and records management fee not to exceed five dollars (\$5.00) per document filed in county offices creating public records, with the funds collected through this fee to be designated exclusively for duplicating, storing, and maintaining any records required by law to be permanently kept; and

WHEREAS, the county legislative body, having established a county public records commission as required by law, has determined that it is in the best interests of the county that such an archives and records management fee be established and collected in the county clerk's office of Bradley County;

NOW, THEREFORE, BE IT RESOLVED by the county legislative body of Bradley County, Tennessee, meeting in regular session at Cleveland, Tennessee, that:

SECTION 1. An archives and records management fee is hereby established in the amount of five dollars (\$5.00) per document filed; including but not limited to Marriage License documents, Business Licenses, Beer Permits, Notary Public, Pawnbroker License, Motor Vehicle and boat transactions, and other miscellaneous tax returns in the office of the Bradley County Clerk.

SECTION 2. The funds collected through this fee shall be remitted to the county general fund to be appropriated for use exclusively by the county clerk for duplicating, storing, and maintaining records required by law to be permanently kept,

SECTION 3. The fee imposed by this resolution shall take effect on the first day of the month following the passage and approval of this resolution, for all other purposes this resolution shall be effective upon its passage and approval, the public welfare requiring it.

ADOPTED this _____ day of _____, 20____.

Johnny Mull, Chairman

Donna Simpson, County Clerk

Gary Davis, County Mayor